

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
22 February 1995

C1, USAARMC Reg 600-11

Change 1

Personnel - General

EXCUSED ABSENCES OF CIVILIAN AND MILITARY PERSONNEL AND CLOSURE OF DEPENDENT SCHOOLS DUE TO CLIMATIC AND HAZARDOUS ROAD CONDITIONS

Summary. Paragraphs a and b on page A-1 have been modified to use the terms "mission essential" and "mission essential school personnel" to describe those employees who are required to report for duty. Paragraph a on page B-1 has been modified to use the term "mission essential personnel" to describe those employees who are required to report for duty. Paragraph b on page B-1 has been changed to cover the status of Discovery and kindergarten classes when schools are operating on a delayed basis.

Suggested improvements. The proponent of this change is the Civilian Personnel Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, USAARMC and Fort Knox, ATTN: ATZK-CP, Fort Knox, Kentucky 40121-5000.

1. USAARMC Regulation 600-11, 1 November 1994, is changed as follows:

Pages A-1 and B-1. Remove old pages A-1 and B-1 and insert new pages A-1 and B-1.

2. Post this change per DA Pamphlet 310-13.
3. File this change in front of the publication.

FOR THE COMMANDER:



OFFICIAL:
JACK M. SKIDMORE
Colonel, GS
Chief of Staff

ROBERT L. BROOKS
Director, Information Management

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CF:
Asst Comdt, USAARMS

Headquarters
U.S. Army Armor Center and Fort Knox
Fort Knox, Kentucky 40121-5000
1 November 1994

*USAARMC Reg 600-11

Personnel - General

EXCUSED ABSENCES OF CIVILIAN AND MILITARY PERSONNEL AND CLOSURE OF DEPENDENT SCHOOLS DUE TO CLIMATIC AND HAZARDOUS ROAD CONDITIONS

Summary. This regulation outlines the policy for excused absences due to climatic and hazardous road conditions. It provides procedures for notification and orderly exit from the installation under such conditions. It also provides policy and procedures on tardiness of civil service employees due to climatic or hazardous road conditions.

Applicability. This regulation applies to all major subordinate commands, directorates, and staff offices/departments, this headquarters, tenant commands, and nonappropriated fund activities.

Suggested Improvements. The proponent of this directive is the Civilian Personnel Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) thru channels to CDR, USAARMC, ATTN: ATZK-CP.

1-1. Purpose. To establish a policy on excused absences of civilian and military personnel and for closing Dependent Schools due to climatic or hazardous road conditions.

2-1. Reference AR 690-990-2, 15 April 1985, Hours of Duty, Pay, and Leave, Annotated.

3-1. General. Most activities of this installation must continue regardless of weather conditions; therefore, this community will be considered "open" at all times for essential operations. All personnel are expected to make every reasonable effort to report for duty. It is recognized that roads in some areas may not be passable for certain periods which may prevent personnel from reporting for duty as scheduled; therefore, the following authorities and procedures are established for excusing nonmission essential civilian and military personnel and for closing Dependent Schools are established. Supervisors will determine and inform employees who occupy mission essential positions for this purpose.

*This regulation supersedes USAARMC Reg 600-11, 10 November 1986

4-1. Procedures.

a. Tardiness in Reporting for Work Because of Climatic or Hazardous Road Conditions. Supervisors shall excuse personnel, without charge to leave or loss of pay, for tardiness of 1 hour or less. Civilian employees' tardiness in excess of 1 hour will be charged to annual leave if available, or to leave without pay only if requested by the employee or the employee has no available annual leave. Civilian employees who do not report for duty may not be excused for any part of the absence. The entire absence will be charged to annual leave, or to leave without pay only if requested by the employee or the employee has no available annual leave. Supervisors should be liberal in granting annual leave to employees who feel insecure in driving during inclement weather conditions.

b. Early Release From Duty Due to Climate or Hazardous Road Conditions. The Garrison Commander will determine when civilian and military personnel are to be excused early from duty. Coordination will be made with tenant commands. Decision to release early will be carried out as follows:

(1) Major subordinate commanders, directors, staff officers, and tenant commands will be notified by message prepared by the Secretary of the General Staff (SGS) through the Telephone Warning System. These offices will be responsible to notify all elements under their supervision. In addition, the SGS will notify the Inspector General and all other separate units and agencies not on the Telephone Warning System.

(2) Notification to release personnel early constitutes authority to excuse civilian and military personnel without charge to leave per the staggered time schedule below, provided such release does not conflict with essential mission requirements:

(a) Personnel residing 30 miles from Fort Knox or beyond (including Louisville and suburbs) will be released at H-hour. ("H-hour" will be the time for the first release. If specified, all personnel will be released at H-hour.)

(b) Personnel residing 20-29 miles from Fort Knox (including Elizabethtown) will be released at H+30 minutes.

(c) Personnel residing 10-19 miles from Fort Knox (including Vine Grove) will be released at H+1 hour.

(d) Personnel residing less than 10 miles from Fort Knox (including Radcliff, Muldraugh, and on-post) will be released at H+1-1/2 hours.

c. Special and Deferred Reporting Instructions. The Garrison Commander will determine when climatic or hazardous road conditions are such as to warrant announcement of special reporting instructions or excused absences beyond that authorized in paragraph a or b above. Decision to authorize excused absences will be announced through official installation publications, Telephone Warning System, and/or radio announcements over radio stations WMMG, Brandenburg; WQXE and/or WIEL, Elizabethtown; WASE, Radcliff; WRZL, Vine Grove; and Louisville stations, WHAS, and/or WAMZ; and TV stations WHAS-TV, WLKY-TV, and WAVE-TV. NORMALLY, FOR CIVILIAN EMPLOYEES, ADMINISTRATIVE EXCUSAL WILL NOT EXCEED TWO WORKDAYS FOR ANY SINGLE PERIOD OF EXCUSED ABSENCE. ABSENCES BEYOND 2 DAYS WILL BE CHARGED TO ANNUAL LEAVE OR LEAVE WITHOUT PAY (AT EMPLOYEES REQUEST).

d. Closing of Dependent Schools Due To Climatic or Hazardous Road Conditions. The Garrison Commander will determine when Dependent Schools will be closed if climatic or hazardous road conditions will prevent arrival of school personnel or jeopardize pupil safety. Decision will be announced over radio stations identified in paragraph b, above.

5-1. Documentation. The G3/DPTM will furnish the Civilian Personnel Officer a copy of Telephone Warning System messages or radio announcements authorizing early release or special reporting instructions for the required documentation in official records.

USAARMC Reg 600-11 (1 Nov 94)

6-1. Exception. "Per hour" employees with appointment limited to 90 days or less are not eligible for paid excused absence, except those currently employed for a continuous period of at least 90 days under consecutive appointments.

FOR THE COMMANDER:



OFFICIAL:
JACK M. SKIDMORE
Colonel, GS
Chief of Staff

ROBERT L. BROOKS
Director, Information Management

3 Encls
Appendix A - News Release (Schools Closed)
Appendix B - News Release (Schools Open)
Appendix C - Early Release Announcement

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Appendix A

News Release - Post at Minimum Staffing - Schools Closed

Because climatic conditions in the Fort Knox area are such that hazardous driving conditions exist, Fort Knox personnel are advised of the following:

a. The Garrison Commander, U.S. Army Armor Center, Fort Knox, announced that the installation will operate with minimal staffing (until time and date) or (on date) due to climatic conditions. This means that mission essential personnel are expected to report at their normal duty time. All other personnel (should not attempt to report until _____) or (are not required to report).

b. The Fort Knox Dependent Schools will be closed. Only mission essential school personnel need to report to duty.

Appendix B

News Release - Post at Minimum Staffing - Schools Open

Because climatic conditions in the Fort Knox area are such that hazardous driving conditions exist, Fort Knox personnel are advised of the following:

a. The Garrison Commander, U.S. Army Armor Center, Fort Knox, announced that the installation will operate with minimal staffing (until time and date) or (on date) due to climatic conditions. This means that mission essential personnel are expected to report at their normal duty time. All other personnel (should not attempt to report until _____) or (are not required to report).

b. The Fort Knox Dependent Schools will be open; however, buses will be running _____ minutes late. There will be no morning Discovery or kindergarten classes.

Appendix C

ATZK-CP (690-700)

MEMORANDUM FOR SGS

SUBJECT: Early Release of Employees Due to Hazardous Road Conditions

Request the following message be read over the ALERT Telephone net:

"Due to hazardous road conditions, all Fort Knox units and agencies will operate with minimal staffing commencing at () hours for the remainder of the day. Military and civilian personnel residing off post will be released per USAARMC Reg 600-11, para 3c. H-Hour is (). Commanders and supervisors have authority to retain personnel for essential operations."

Garrison Commander